



Statewide Accessioning Clerk II

Details

Job ID : 276

Title : Statewide Accessioning Clerk II

Job Code : 618

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ACCESSING AND MONITORING RECORDS MANAGEMENT STATEWIDE

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS RELATED EXPERIENCE MUST BE AS STATEWIDE ACCESSIONING CLERK I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO LIFT 50 POUNDS
- EXTENSIVE TRAVEL STATEWIDE WITH OVERNIGHT REQUIREMENTS

Job Preferred Knowledge

- EXPERIENCE WITH COURT OF JUSTICE RETENTION SCHEDULES, RECORD STORAGE, AND PRESERVATION
- KNOWLEDGE AND USE OF SCANNING, MICROFILM OR OTHER ALTERNATIVE MEDIA WOULD BE BENEFICIAL.

Job Duties

- ASSIST WITH LONG TERM STORAGE AND MANAGEMENT OF COURT RECORDS
- TRANSPORT RECORDS TO A CENTRAL LOCATION
- INVENTORY AND BOX COURT RECORDS FOR ARCHIVING
- PREPARE TRANSMITTAL DOCUMENTS FOR KDLA FOR STORAGE AND RETRIEVAL OF RECORDS
- PREPARE THE DESTRUCTION CERTIFICATE FOR ELIGIBLE RECORDS
- OTHER DUTIES AS ASSIGNED